Town of North East
Millerton, New York

Town Board

Agenda

Organizational Meeting for the Year 2016

Monday, January 4, 2016, 5:00 P.M. , Town Hall

1. Call to Order

2. Acceptance of agenda

3. Supervisor's Welcome

4. Appointment of Deputy Supervisor by Supervisor

5. Designate regular meeting times and place
   -Set monthly business meeting
   -Adoption of official meeting schedule

6. Designation of official depositories

7. Designation of official newspapers

8. Appointment of legal counsel
   -Appoint Attorney for the Town
   -Authorize Supervisor to secure services

9. Appointment for engineering services
   -Appointment for engineering services
   -Authorize Supervisor to secure services

10. Appointment of accounting services
    -Appointment of accounting services provider
    -Authorize Supervisor to secure services.

11. **Resolution to authorize Supervisor to appoint a Bookkeeper**
    -Appointment by Supervisor

12. **Resolution to authorize Supervisor to appoint a Budget Officer**
    -Appointment by Supervisor

13. **Appointment of Assessor's Aide**

14. **Appointment of Real Property Data Lister**

15. **Appointment of Secretary to Planning & Zoning Boards**

16. **Appointment of Secretary to Building Department**

17. **Appointment of Clerk to the Justices**

18. **Appointment of Building Inspector/Code Enforcement Officers**
    -Appointment of Building Inspector/CEO
    for administrative and zoning matters
    -Appointment of Deputy Building Inspector/CEO
    for building/fire inspections and field work

19. **Appointment of Deputy Town Clerk**
    -Deputy Town Clerk (for office assistance)

20. **Appointment of Registrars of Vital Statistics**
    -Appointment of Registrar of Vital Statistics
    -Registrar's appointment of Deputy Registrar

21. **Resolution designating the Town Clerk as the Records Management Officer**

22. **Resolution to adopt the Records Retention and Disposition Schedule MU-1**

23. **Appointment of Data Clerk**

24. **Zoning Board Appointments**
    -Appointment of Julie Schroeder and Edie Greenwood as Co- Chairperson
    -Appointment of Patricia Lynch-VandeBogart for a term ending December 31, 2020

25. **Planning Board Appointments**
-Appointment of Evelyn Garzetta for a term ending December 31, 2022
-Appointment of Dale Culver as Chairman

26. **Ethics Committee Appointments**
-Appointment of Michelle Haab for a term ending December 31, 2020.

27. **Appointment of Robert Stevens as Highway Superintendent**

28. **Appointment of Highway MEO Foreman**
-Appointment of Highway Assistant Foreman

29. **Appointment of Dog Control Officer**

30. **Resolution to fix the salaries of all elected and appointed officers, and establish the wage rates for all other personnel.**

31. **Authorize the Town Clerk to open competitive bids on public works or purchase contracts as required to be advertised.**

32. **Establish mileage rates for Code Enforcement Officers, Dog Control Officer, Assessor and Real Property Data Lister for town business within the town, and for all officers or employees for town business outside the town.**

33. **Appointment of Emergency Interim Successors by Supervisor.**

34. **Authorization for appointed and elected officials to attend the NYS Association of Towns Annual Meeting in New York City, February 14-17, 2016.**

35. **Designation of Delegate to Annual Meeting of the NYS Association of Towns**

36. **Adoption of <u>The North East Town Board Meetings: Rules of Procedure</u> for 2016.**